



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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February 23, 2004

**In Reply Refer To:**  
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EMS TRANSMISSION: 2/23/04  
Instruction Memorandum No. **CA-2004-019**  
Expires: 09/30/2005

To: All California Offices

From: State Director

Subject: Implementation of BLM's Special Recreation Permit Policy, Statewide Compliance Regarding Late Payments of Commercial, Competitive and Group Fees

On October 7, 2003, the BLM issued final guidance for the administration of recreation permits through the issuance of Handbook, H-2930-1 Recreation Permit Administration. This handbook has brought about several changes to permit management to assure a more business-like approach to permit administration. One specific piece of guidance from the Handbook that requires Statewide Policy is that of late fees. Chapter 1, Part III, Section O, Permit Monitoring, Evaluation and Compliance, 3. Compliance states:

- *"Minor administrative penalties in the form of service charges may be identified as part of the terms and conditions of the permit. States may establish their own recreation fee schedules for charging service fees for late payments, late reports, failure to cancel reservations, etc. through State recreation fee schedules. In addition, interest is also charged at the current Federal Reserve Prime Interest rate. These administrative penalties may be in addition to civil and criminal charges, which may be brought against a permittee by the BLM."*

In order for a more business like approach, permittees should be expected to abide by permit stipulations and pay fees on time, as do other commercial users of the public lands. Permittees that avoid timely payment of fees create additional costs to BLM for the administration of permits.

It will be the policy of the BLM in California that each Field Office will complete a bill for collections in CBS for each Special Recreation Permit to be completed by the Accounting Technician for each office.

Billings through CBS for collections has the consequence to the permittee of late fees being charged against them for unpaid bills. After the first demand letter (after 31 days) a late fee of one percent (or the current Federal Reserve Prime Interest Rate) will be charged. After the second demand letter (after 46 days) another late fee of one percent (or the current Federal Reserve Prime Interest Rate)

will be charged, continuing through 180 days. After 180 days the bill will be referred to the Department of Treasury for collection.

Any recreation fee and associated late fee will be deposited in the appropriate recreation fee treasury account.

Should you have any questions regarding this policy, please contact Tim Smith of my staff at (916) 978-4644 or Sue Mello, Collection Officer, at (916) 978-4404.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

CC: Lee Larson WO250